

**U.S. EMBASSY/CONSULATE Quebec City  
PRE-SOLICITATION PUBLIC NOTICE**

**Date:** July 13, 2023

**Action Type:** (P) Pre-Solicitation  
**Solicitation Number:** 19CA5223Q0042  
**Proposed Contract Number:** 19CA5223C0029  
**Classification Code:** S201 – Housekeeping Custodial Janitorial  
**NAICS Code:** 561720 – Janitorial Services  
**Subject:** U.S. Consulate General Quebec Janitorial Services

**Response Date:** To be provided in the upcoming solicitation (RFQ).

**Contracting Office Address:** 343 Coventry Rd, Box 101, Ottawa, ON, K1K 3X6  
Attn. GSO / Contracting Officer

**Primary Point of Contact:** Mustapha Abouabdellah  
Contract Specialist  
Phone: 613-688-5310  
Email: abouabdellahm@state.gov

**Alternate Point of Contact:** Jennifer Marsh  
Contracting Officer  
Phone: 613-688-5250  
Email: MarshJD2@state.gov

**Synopsis of Requirements:**

The U.S Consulate General located at 2 Pl. Terr. Dufferin, Québec, QC G1R 4T9 requires Janitorial services including furnishing all labor and services, equipment and expandable cleaning materials.

**Period of Performance:**

The anticipated performance period is for a base year, with four one-year option periods, if exercised by the Government. All responsible sources may submit a quotation, which will be considered.

Please note this solicitation is not ready to be issued as of this date. When the solicitation is available, the Consulate General of the United States in Quebec City will publicize and launch the solicitation in the following public sources:

- <https://www.merx.com/> website
- U.S. Embassy Ottawa website  
<https://ca.usembassy.gov/embassy-consulates/ottawa/procurement/>

The Government may award the contract based on the initial offer without discussion. The resultant contract will be a firm fixed price type contract.

The Government is planning a pre-quotation conference and the date for this conference will be in the solicitation.

All contractors must be registered in the SAM (System for Award Management) Database <https://www.sam.gov> prior to submitting an offer pursuant to FAR provision 52.204-7. Therefore, prospective offerors are encouraged to register prior to the submittal of quotations/proposals.

**Electronic Submission/Responses:**

This opportunity allows for electronic responses. Please submit your offer by email to [ContractsOttawa@state.gov](mailto:ContractsOttawa@state.gov) prior to the response date and time, which will be included in the upcoming solicitation. Please ensure your email with your offer does not exceed **30 Mb** in size, if it does then you might have to send more than one email. **Responses submitted to any alternative recipients will not be considered. Only one response will be accepted.**

**Place of Contract Performance:** 2 Pl. Terr. Dufferin, Québec, QC G1R 4T9, Canada